Volume No. 2—Classification & Coding Structure	TOPIC NO.	60201
Function No. 60200—CIPPS	TOPIC	CIPPS CODES
	DATE	October 2004

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Overview

Introduction This topic provides a consolidated reference to the most frequently used CIPPS codes including:
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- Standard Statewide Deductions
- Workers' Compensation Codes
- Handicapped Code

FIPS Codes are located in CAPP Topic No. 60104, *Agency and FIPS Codes*. FIPS codes are three digit codes that relate to the workers' physical location and are entered on the employee's H0BUO screen preceded by the numbers 51.

Programmatic Pay Types

Programmatic Pay Types If the R1 (Regular Pay) funding information established during the New Hire process is incorrect for the type of pay due the employee (e.g., annual leave payout, OT1 or OT2 payments earned in other cost centers), an additional programmatic record must be entered. Each programmatic is distinguishable through the use of the Pay Type field. Use the following Pay Type values when establishing the programmatic data during the new hire process:

Pay Type	Description
0R1	Regular earnings*
0O1	Overtime 1 (OT1) earnings*
0O2	Overtime 2 (OT2) earnings*
0S2	Shift 2 Differential earnings*
0S3	Shift 3 Differential earnings*
001 - 250 (numeric)	Special Pay Number assigned to each earnings **

*NOTE: Be sure to use zero (0) in first position.

Programmatic Pay Types, Continued

Programmatic Data Entry information is located in CAPP Topic No. 50125, *Programmatic Data*.

**NOTE: Although CIPPS can accommodate 250 special pays, we have not yet expanded the capability to establish programmatic data beyond Special Pay 099.

Retirement Codes

Retirement Plan Codes

Retirement Plan Codes are entered on HMCU1, which automatically establishes the appropriate retirement deduction in conjunction with the retirement credit, long-term disability, and group life insurance deductions (see CAPP Topic No. 50425, *Group and Optional Life Insurance*) on H0ZDC.

The Buyback Tax Code must be entered along with Buyback Retirement Plan Codes to control whether deduction 017 (post-tax buy back) or deduction 043 (pre-tax buyback) is set-up on H0ZDC. If the buyback tax code is not entered with buyback retirement plan codes, the fatal error message "INVALID RETIREMENT PLAN CODE" is displayed and the transaction is not completed. Valid retirement code values and the corresponding deductions set-up on H0ZDC follow:

VRS Retirement Plan Codes

	HMCU1		-------------H0ZDC-------------	
Description	**Retirement Code**	**Tax Code**	**Deduction #**	**Description**
Regular	VS	N/A	015	RET CRDT
Buyback	BV	0,1	016	RETIRMNT
			020	GRPINSR
			036	LT DISAB
Buyback	BV	1	017	BUYBACK
Buyback	BV	0	043	PREBUYBK

Continued on next page

Retirement Codes, Continued

Retirement Plan Codes, continued

	HMCU1		-------------H0ZDC-------------	
	Retirement Code	**Tax Code**	**Deduction #**	**Description**
Description				
Fidelity Invest.	FI	N/A	009	FID INVS
TIAA/CREF	TA	N/A	014	TIAACREF
	Both ORP Codes	N/A	015	RET CRDT
			020	GRPINSR

ORP Retirement Plan Codes

	HMCU1		-------------H0ZDC-------------	
	Retirement Code	**Tax Code**	**Deduction #**	**Description**
Description				
Judicial 1,2	J1,J2	N/A	016	RETIRMNT
Buyback	B1,B2	0,1	020	GRPINSR
		1	017	BUYBACK
		0	043	PREBUYBK

Judicial Retirement Plan Codes

	HMCU1		-------------H0ZDC-------------	
	Retirement Code	**Tax Code**	**Deduction #**	**Description**
Description				
VaLORS	LS	N/A	015	RET CRDT
Buyback	B4	1,0	016	RETIRMNT
			020	GRPINSR
			044	SP LTD
Buyback	B4	1	017	BUYBACK
		0	043	PREBUYBK

VaLORS Retirement Plan Codes

	HMCU1		-------------H0ZDC-------------	
	Retirement Code	**Tax Code**	**Deduction #**	**Description**
Description				
State Police	SS	N/A	015	RET CRDT
Buyback	B3	1,0	016	RETIRMNT
			020	GRPINSR
			044	SP LTD
Buyback	B3	1	017	BUYBACK
		0	043	PREBUYBK

State Police Retirement Plan Codes

Retirement Plan data entry information is located in CAPP Topic No. 50410, *Retirement - VRS and ORP*.

State/Local Codes

Introduction   State Codes are used to identify the employee's primary work location as well as their resident state. Local Codes are used to identify the employee's resident location and withhold taxes, if required, for that locality. These codes are entered on the employee's H0ATX and H0BID screens.

Current reciprocity agreements are in effect for Virginia with Kentucky, the District of Columbia, Maryland, West Virginia, and Pennsylvania. State and Local Codes (if applicable) are provided for these states. For employees in any other states, contact DOA.

State Code	State Name and Abbreviation	Locality Code	Locality Name
09	DISTRICT OF COLUMBIA - DC	No Local Taxing	
18	KENTUCKY - KY	01	AUBURN
		02	BENTON
		03	BEREA
		04	BOWLING GREEN
		05	BURKESVILLE
		06	CATLETTSBURG
		07	COVINGTON
		08	CYNTHIANA
		09	DANVILLE
		10	DAWSON SPRING
		11	ELIZABETHTOWN
		12	FLEMINGSBURG
		13	FRANKFORT
		14	FULTON
		15	GAMALIEL
		16	GLASGOW
		17	HAZARD
		18	HICKMAN
		19	HOPKINSVILLE
		20	NR JEFFERSON
		21	RS JEFFERSON
		22	LEICHFIELD
		23	LEXINGTON
		24	NR LOUISVILLE
		25	SR LOUISVILLE
		26	LUDLOW

State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
18	KENTUCKY - KY	27	MARSHALL CO.
		28	MAYFIELD
		29	MAYSVILLE
		30	MIDDLEBOROUGH
		31	MORGANTOWN
		32	NEWPORT
		33	OWENSBORO
		34	PADUCAH
		35	PIKEVILLE
		36	PRESTONBURG
		37	PRINCETON
		38	RICHMOND
		39	RUSSELLVILLE
		40	SPRINGFIELD
		41	VERSAILLES
		42	WILDER
		43	WINCHESTER
		44	WOODFORD CO.
		45	LEXINGTON
		46	CADIZ
		47	HANCOCK CITY
		48	MADISONVILLE
		49	DAYTON
		50	HARRODSBURG
		51	PARIS
		52	BOYLE COUNTY
		53	GEORGETOWN
		54	EDGEWOOD
		55	MOREHEAD
		56	PAINTSVILLE
		57	SHIVELY
		58	WILMORE
		59	CAMPBELL COUNTY
		60	KENTON COUNTY
		61	BOONE COUNTY
		62	JEFFERSON
		63	MIDWAY

State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
18	KENTUCKY - KY	64	NICHOLSVILLE
		65	MARION
		66	BELLEVUE
		67	EDMONTON
		68	SCOTTSVILLE
		69	SOUTHGATE
		70	JEFF TOWN NON
		71	BROWNSVILLE
		72	ELKTON
		73	MT. STARLING
		74	ROWAN COUNTY
		75	FLORENCE
		76	SHIVELY JEFF
		77	PINEVILLE
		78	STANTON
		79	VANCEBURG
		80	BENTON/NR
		81	PARK HILLS
		82	FORT MITCHELL
		83	ADAIRVILLE
		84	CRESENT SPRINGS
		85	CRESTVIEW HILLS
		86	FORT THOMAS
		87	FORT WRIGHT
		88	WARREN COUNTY
		89	LEXINGTON
		90	SCOTT COUNTY
		91	ST. MATTHEWS JEFF RS
		92	ST. MATTHEWS JEFF NR
		93	SHELBYVILLE
		94	W BUECHEL RS
		95	W BUECHEL NR
		96	MONTGOMERY CO.
		97	GARRARD CO.
		98	JESSAMINE CO.
		99	RUSSELL SPRING

State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
21	MARYLAND - MD	01	ALLEGANY
		02	ANNE ARUNDEL
		03	BALTIMORE CO.
		04	BALTIMORE CITY
		05	CALVERT
		06	CAROLINE
		07	CARROLL
		08	CECIL
		09	CHARLES
		10	DORCHESTER
		11	FREDERICH
		12	GARRETT
		13	HARFORD
		14	HOWARD
		15	KENT
		16	MONTGOMERY
		17	PRINCE GEORGE'S
		18	QUEEN ANNES
		19	SAINT MARYS
		20	SOMERSET
		21	TALBOT
		22	WASHINGTON
		23	WICOMICO
		24	WORCHESTER
39	PENNSYLVANIA - PA	01	PITTSBURGH
		02	PHILADELPHIA
		03	USER SUPPL
		04	USER SUPPL
		05	USER SUPPL
		06	USER SUPPL
		07	USER SUPPL
		08	USER SUPPL
		09	USER SUPPL
		10	USER SUPPL
		11	USER SUPPL
		12	USER SUPPL
		13-20	USER SUPPL

State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
39	PENNSYLVANIA - PA	21	ALIQUIPPA
		22	ALLENTOWN
		23	ARCHBALD
		24	BEAVER FALLS
		25	BERN T
		26	BLOOMSBURG
		27	CALIFORNIA B
		28	CARLISLE B
		29	CHESTER
		30	CHESWICK
		31	CONNELLSVILLE
		32	CRAFTON
		33	CUMBERLAND VALLEY T
		34	DOWINGTON
		35	EAST DEER T
		36	EDGEWOOD B
		37	EDINBORO
		38	ERIE CITY
		39	FRANKLIN
		40	HANOVER
		41	HARRISBURG
		42	HARRISON
		43	INDIANA
		44	JIM THORPE
		45	LATROBE
		46	LAWRENCE T
		47	LEHIGH
		48	LOCK HAVEN
		49	MEADVILLE
		50	MIDDLETOWN
		51	MIDDLESEX
		52	MIDLAND
		53	MIFFLIN CO
		54	MONROEVILLE
		55	MONTOURSVILLE
		56	MONTVALE

State/Local Codes, Continued

State Code	State Name and Abbreviation	Locality Code	Locality Name
39	PENNSYLVANIA - PA	57	POCONO
		58	POTTSGROVE
		59	PUXSUTAWNEY
		60	READING
		61	ROSS T
		62	SCRANTON
		63	SPRINGETTSBURY
		64	SWATARA
		65	TURTLE CREEK
		66	UNIONTOWN
		67	WAYNESBURG
		68	W CHESTER
		69	W MAYFIELD
		70	W MIFFLN
		71	W BEAVER T
		72	WHITEHALL T
		73	WILKINSBURG
		74	WILLIAMSPORT
		75	YORK
		76	PITTSBURGH NR
		77	PHILADELPHIA
		78	EDINBORO
49	WEST VIRGINIA - WV	No Local Taxing	

Information on data entry of State and Local Codes can be found in CAPP
Topic No. 50315, *Employee Tax Maintenance.*

Health Care Codes

Health Care   Health care premiums are dependent on the provider (e.g. COVACARE) and coverage type (e.g. single). A daily automated update from the Benefits Eligibility System (BES) populates CIPPS with the valid set of codes. Should manual intervention be required, these codes are entered on the employee's HMCU1 screen. For listing of valid codes reference CAPP Topic 50430, *Health Insurance*.

CIPPS Transaction Codes

CIPPS Transaction Codes

Batch transactions are identified in CIPPS by a Transaction Code (TRN CDE) indicator, which:

- Controls how CIPPS processes the data elements entered in the transaction.
- Tracks the transaction through processing by printing the TRN CDE on CIPPS reports.

The first position of the TRN CDE indicates the type of transaction. The last two positions can contain an additional pay rate, a special pay number, or deduction number. The following chart identifies applicable CIPPS transaction codes and their respective data entry screens.

TRN CDE	Description	Data Entry Screen
4XX 5XX 6XX	Manual Payment Processing	HTM00, HTMPA,HTMSP, HTMTD,HTMCK; HTPSA, HTODA, HTQTA
700	Regular Pay Transactions	HUA03
7XX (01-04)	Time Reporting for Additional Pay Rates	HUB01
7XX	Special Payments as Regular Payments	HUC01
8XX	Deduction Overrides	HUD01
9XX	Special Payments	HUE01

Statewide Standard Special Pay Codes

Special Pay Codes

The Standard special pay codes along with tax reporting/withholding indicators for FIT, SIT, and FICA (OASDI and HI for Social Security Withholding) are listed on the table that follows. These codes may or may not be set-up for your agency. Each agency has been approved for only selected special pay numbers. Special Pays must be set-up centrally at the agency level in order to be processed. To request that a new special pay be established for your agency, send a written request to the State Payroll Operations Manager at DOA. Include the type of special payment needed and taxing and reporting requirements.

Statewide Standard Special Pay Codes, Continued

Special Pay Codes, continued

	Check-stub		Reportable			Taxes Withheld		
#	Description	Definition	FIT	SIT	FICA	FIT	SIT	FICA
001	TAXABLE	Taxable Income	Y	Y	Y	Y	Y	Y
002	WRK COMP	Worker's Compensation	N	N	N	N	N	N
003	M&R NTAX	Moving & Relocation Non-taxable						
004	M&R TXBL	Moving & Relocation Taxable	Y	Y	Y	Y	Y	Y
005	RPTMEALS	Reportable Meals						
006	LV SHARE	Leave Share						
007	CO. CAR	Company (employer provided) Car						
008	NONTAXBL	Non-taxable Income	N	N	N	N	N	N
009	ANNUAL	Annual Leave	Y	Y	Y	Y	Y	Y
010	SICK LV	Sick Leave						
011	COMP LV	Compensatory Leave						
013	SEVR PAY	Severance Pay						
014	IMPLIFE	Imputed Life						
015	PAYAREA	Pay Area Differential						
018	COMM SER	Community Service						
024	PI BONUS	Performance Increase	Y	Y	Y	Y	Y	Y
025	BONUS	Bonus						
031	INV SEP	Involuntary Separation Pay						
032	TEMP PAY	Temporary Pay						
043	LWOP-PAY	Leave Without Pay	Y	Y	Y	Y	Y	Y
044	MIL SUPP	Military Supplement	Y	Y	Y	Y	Y	Y
045		Agency Specific						
054	DEC-PAY1	Deceased Pay 1	N	N	Y	N	N	Y
055	DEC-PAY2	Deceased Pay 2		N				N
061	VSDP BEN	VSDP Benefit Pay	Y	Y	Y	Y	Y	Y
062	WCSDPBEN	VSDP Worker's Compensation Benefit Pay						
063	WC SUPP	Worker's Compensation State Supplement Pay						
066	ANNUAL	Involuntary Sep. Annual Leave	Y	Y	Y	Y	Y	Y
067	SICK LV	Involuntary Sep. Sick Leave	Y	Y	Y	Y	Y	Y
068	COMP LV	Involuntary Sep. Comp Leave	Y	Y	Y	Y	Y	Y

Statewide Standard Deductions

Standard Deduction Codes

Standard statewide deduction codes along with utility field descriptions are listed on the table that follows. These may or may not be set up for your agency. Deductions must be set up at the agency level in order to be processed. To request that a new deduction be established for your agency, send a written request to the State Payroll Operations Manager at the DOA.

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
DCSE Child Support	DCSE-SUP	001	Amt/Pct	0.00	All zeroes	Electronic transfer of funds to DSS
Child Support	SUPPORT2	002			0 or 2 – Pos 1 0's – Pos 2 – 16 Name # - Pos 17 0 – Pos 18	3rd Party Payee on H0901 – Position 17
Garnishment 1	GARNISH1	003	Amt/Pct	0.00	0 or 2 – Pos 1 0's – Pos 2 – 7 1 – Pos 8 to	3rd Party Payee on H0901 – Position 17 Can only decrement garn 4 & 5 (Deduction nos. 6 & 7)
Garnishment 2	GARNISH2	004				
Garnishment 3	GARNISH3	005				
Garnishment 4	GARNISH4	006				
Garnishment 5	GARNISH5	007				
Garnishment 6	GARNISH6	008			decrement 0"s – Pos 9 – 16 Name # - Pos 17 0 – Pos 18	3rd Party Payee on H0901 – position 17 **Guaranteed minimum net**
Fidelity Investments	FID INVS	009	Auto Setup		3 – Pos 1 0's – Pos 2 - 18	Code entered on HMCU1

Continued on next page

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
Political Appointee ORP	ORPAPPTE	011			3 – Pos 1 0's – Pos 2 - 18	
TIAA/CREF	TIAACREF	014				
Retirement Credit	RET CRDT	015				
VRS Retirement	RETIRMNT	016				
Retirement Buy Back	BUYBACK	017				
Supplemental ORP	ORP SUPP	018	Amt/Pct		0's – Pos 1 – 7 Enter 1 in Pos 8 to decrement Enter sub # in Pos 9 – 10 0's – Pos 11 - 18	Contact DOA for sub #
Garnishment Fee	GARN FEE	019		$$$.$$	0's – Pos 1 – 7 1 – Pos 8 to decrement 0's – Pos 9 - 18	
Group Life Insurance:	GRPINSR	020	Auto Setup	0.00	All zeroes	Retirement code on HMCU1
Dependent Care	DEP CARE	021	$$$.$$	$$$.$$	0's – Pos 1– 10 2 – Pos 11 2 – Pos 12 0's Pos 13 – 15 1 – Pos 16 0's Pos 17 – 18	Tax Deferral FIT (11), SIT (12), FICA (16) To exempt for local taxing, enter 2 in pos 13.
Medical	MED REIM	022				

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
Pre-Tax Health	PREM CON	024	Auto Setup	0.00	0's – Pos 1– 10	Code entered on HMCU1
Employer Health	AGY HLTH	026			2 – Pos 11 2 – Pos 12 0's Pos 13 – 15 1 – Pos 16 0's Pos 17 - 18	
DGS Parking	PARKING	028	$$$.$$	0.00	All zeroes	State Parking (Post-Tax)
Pool Vehicle	POOL VEH	029				State Vehicle Charges
Petty Cash	PETTYCSH	030		$$$.$$	0's – Pos 1 – 7 Enter 1 in Pos 8 to decrement Enter sub # in Pos 9 – 10 0's – Pos 11 - 18	Sub # - Agency Specific
Non-DGS Parking	PARKING	032		0.00	0's – Pos 1 – 8 Enter sub # in Pos 9 – 10 0's – Pos 11 - 18	Sub # - Agency Specific (Post-Tax)
Optional Group Life Ins.	OPT LIFE	035				Employer offered add'l life insurance

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
Long Term Disability	LT DISAB	036	Auto Setup		All zeroes	Retirement code on HMCU1
Pre-Tax Parking (DGS)	PRETXPRK	037	$$$.$$		0's Pos 1 – 10 2 – Pos 11 2 – Pos 12 0's Pos 13 – 15 1 – Pos 16 0's Pos 17 - 18	State Parking (Pre-Tax) Tax Deferral FIT (11), SIT (12), FICA (16) To exempt for local taxing, enter 2 in pos 13.
State Def. Comp.-	DEF COMP	038		$$$.$$	0's Pos 1 – 10 2 – Pos 11 2 – Pos 12 0's Pos 13 - 18	2 in 11th & 12th to exempt FIT and SIT To exempt for local taxing, enter 2 in pos 13.
Annuity (TPA)	PRE TAX	039	$$$.$$	$$$.$$	Same as 38	Same as 38
Suppl. Insurance (TPA)	POST TAX	041			All zeroes	Post-Tax Insurance
Administrative Fee (TPA)	TPA ADM	042		0.00		Fees for deductions 39 & 41 if applicable
Pre-Tax Buyback	PREBUYBK	043	Auto Setup		3 – Pos 1 0's – Pos 2 – 10 2 – Pos 11 2 – Pos 12 0's – Pos 13 - 18	Code entered on HMCU1 To exempt for local taxing, enter 2 in pos 13.

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
State Police Long Term Dis	SP LTD	044			All zeroes	
Deferred Comp Match	DC MATCH	045	$$$.$$		All zeroes	Cash Match - Deferred Compensation
Annuity Match	AN MATCH	046				Cash Match - Annuities
Va Educ. Savings Trust	VEST	048	$$$.$$	0.00	All zeroes	
Pre tax parking	PRETXPRK	050	$$$.$$	$$$.$$	0's – Pos 1– 10 2 – Pos 11 2 – Pos 12 0's Pos 13 – 15 1 – Pos 16 0's Pos 17 – 18	Contact DOA to have these deductions set up for agency use. Tax Deferral FIT (11), SIT (12), FICA (16)
Pre tax transportation	PRETXTRN	051	$$$.$$	$$$.$$	3 – Pos 1 0's – Pos 2 – 10 2 – Pos 11 2 – Pos 12 0's – Pos 13 - 18	
U. S. I Savings Bonds 1	I-BOND1	052	$$$.$$	Bond Cost	0's – Pos 1 – 16 Name # - Pos 17 0 – Pos 18	Alternate name number indicated on H0401 - **Do Not Touch Postitions 11 – 16. This accumulates the bond balances.**
U. S. I Savings Bonds 2	I-BOND2	053				
U. S. EE Savings Bonds 1	EEBOND1	054				
U. S. EE Savings Bonds 2	EEBOND2	055	$$$.$$	Bond Cost		

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
U. S. EE Savings Bonds 3	EEBOND3	056	$$$.$$	Bond Cost	0's – Pos 1 – 16 Name # - Pos 17 0 – Pos 18	Alternate name number indicated on H0401 - **Do Not Touch Postitions 11 – 16. This accumulates the bond balances.**
U. S. EE Savings Bonds 4	EEBOND4	057	$$$.$$	Bond Cost		
VA Prepaid Education Program	VPEP	058	$$$.$$		All zeroes	
Fixed Direct Dep. Checking	DDCHKNG1	059			0 - Pos 1 0's – Pos 2 – 8 Enter set # from H0BB1 in Pos 9 & 10 0's – Pos 11 - 18	
Fixed Direct Dep. Savings	DDSAVNG1	060				

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
Employee Association 1	EMPASOC1	061	$$$.$$	$$$.$$	0's – Pos 1 – 7 1 in Pos 8 if decremen-ting Sub # in Pos 9 – 10 0's – Pos 11 - 18	Sub # - Agency Specific
Combined VA Campaign	CVC	062		$$$.$$	0's – Pos 1 – 7 Enter 1 in Pos 8 to decrement Enter 0's – Pos 9 - 18	Sub # - Agency Specific
Employee Association 2	EMPASOC2	063	$$$.$$	$$$.$$	Same as 61	Same as 61
Fixed DD Checking 2	DDCHKNG2	067	$$$.$$		0 - Pos 1 0's – Pos 2 – 8 Enter set # from H0BB1 in Pos 9 & 10 0's – Pos 11 - 18	
Fixed DD Savings 2	DDSAVNG2	068				

Statewide Standard Deductions, Continued

Standard Deduction Codes (continued)

Description	Check-stub Name	#	AMT/PCT	GOAL	UTILITY	Utility Description
Net Direct Dep. Checking	DDCHKING	069	1.000		2 - Pos 1 0's – Pos 2 – 8 Enter set # from H0BB1 in Pos 9 & 10 0's – Pos 11 - 18	
Net Direct Dep. Savings	DDSAVING	070				

Workers' Compensation Codes

Worker's Compensation Codes

Employees must have a valid Workers' Compensation Code entered on H0BUO to identify the general type of work they perform. This classification helps to determine an agency's Workers' Compensation premiums.

Code	Job Classification
0005	FARM: NURSERY EMPLOYEES & DRIVERS
0037	FARM: FIELD CROPS
0042	LANDSCAPE GARDENING
0113	FISH HATCHERY / MARINE RESOURCES
1624	QUARRY / QUARRIES
2501	CLOTHING MFG. / SHIRT LETTERING
2503	TAILORING
2570	MATTRESS OR BOX SPRING MFG
2670	GLOVE MFG - LEATHER OR TEXTILE
2835	BRUSH OR BROOM MFG
3365	WELDING OR CUTTING
3724	MILLWRIGHT, ELEC APPARATUS, HEAT PUMP, ETC
4299	PRINTING
4304	PRINTERS & PHOTOGRAPHERS
4361	PHOTOGRAPHERS

Workers' Compensation Codes, Continued

Worker's Compensation Codes (continued)

Code	Job Classification
4511	LAB - ANALYTICAL CHEMISTS
5022	MASONRY WORK
5160	ELEVATOR ELECTION OR REPAIR
5183	PLUMBING
5190	ELECTRICAL WIRING WITHIN BUILDINGS
5191	OFFICE MACHINE INSTALL 'N, REPAIR, SERVICE
5222	CONCRETE CONSTR: BRIDGES OR CULVERTS
5403	CARPENTRY, NOC
5474	PAINTING OR PAPERHANGING
5480	PLASTERING
5506	STREET OR ROAD CONSTRUCTION - PAVING
5538	SHEET METAL NOC & DRIVERS
5606	CONTRACTOR: EXECUTIVE SUPERVISOR
6204	DRILLING
6217	EXCAVATION OR GRADING NOC
7016	VESSELS - WATERWAYS
7019	FERRIES - INCL DOCK OPERATIONS
7380	DRIVERS, CHAUFFERS & HELPERS
7418	AIRCRAFT OR HELICOPTER OPERATIONS
7421	AIRCRAFT OPERATIONS: FLYING CREW
7423	AIRPORT OPERATIONS - GROUND PERSONNEL
7520	WATERWORKS
7580	SEWAGE DISPOSAL PLANT
7605	BURGLAR ALARM INSTALL
7610	TV/RADIO BROADCASTING
7704	FIREFIGHTERS & DRIVERS
7720	POLICE OFFICERS & DRIVERS
7724	NATIONAL GUARD
8010	STORE: HARDWARE, WHOLESALE OR RETAIL
8017	STORE: RETAIL
8102	STORE: SEED MERCHANT
8227	CONTRACTORS PERMANENT YARD

Workers' Compensation Codes, Continued

Worker's Compensation Codes (continued)

Code	Job Classification
8292	STORAGE WAREHOUSE
8380	GASOLINE STATION, SERVICE OR RETAIL SHOP
8391	SERVICE STATION, MECHANICS, REPAIR SHOP
8601	ENGINEER OR ARCHITECT - CONSULTING
8720	INSPECTION OF BUILDINGS
8742	HUMAN RESOURCES - FIELD - SALES
8803	AUDITORS - TRAVELING
8810	CLERICAL OFFICE EMPLOYEES
8820	ATTORNEYS, LAW OFFICES
8833	HOSPITALS: PROFESSIONAL EMPLOYEES
8868	SCHOOLS: PROFESSIONAL EMPLOYEES & CLERICAL
9014	BUILDINGS: OPERATION BY CONTRACTOR
9015	BUILDING MAINTENANCE BY OWNER
9019	BRIDGES OR VEHICLE TUNNEL OPERATIONS
9040	HOSPITAL OTHERS
9060	GOLF COURSE
9079	RESTAURANTS
9101	SCHOOLS: ALL OTHERS
9102	PARKS NOC
9154	CIVIC AUDITORIUM
9156	THEATERS
9179	ATHLETICS
9410	MUNICIPAL EMPLOYEES
9521	HOUSE FURNISHINGS INSTALL: CARPET, FLOOR
9522	UPHOLSTERING
9522	SIGN MFG.
9586	BARBER - BEAUTICIAN

Handicap Codes

Handicap Codes

The handicap code (entered on H0BUO) identifies various physical and mental handicaps for purposes of state and federal equal employment reporting. DHRM has identified the following values as acceptable:

Code	Handicap
100	Blindness, Both Eyes
110	Blindness, Both Eyes - Some Correction
120	Blindness, One Eye
140	Visual Impairment
200	Deafness, Unable to Talk
210	Deafness, Able to Talk
220	Other Hearing Impairment
300	Impairment Involving Three or more Major Limbs
310	Impairment Involving One Upper and One Lower Limbs
320	Impairment Involving One or Two Upper Limbs
330	Impairment Involving One or Two Lower Limbs
340	Other and Ill Defined Impairments
400	Amputation of At Least One Upper and Lower Limbs
410	Amputation of One or Two Upper Limbs
420	Amputation of One or Two Lower Limbs
430	Amputation of Other and Unspecified Parts
500	Other Mental, Psychoneurotic and Personality Disorders
520	Alcoholism
521	Drug Addiction
530	Mental Retardation - Mild
532	Mental Retardation - Moderate
534	Mental Retardation - Severe
600	Malignancies
610	Allergies
620	Diseases of the Blood
630	Epilepsy
640	Cardiac, Circulatory, and Respiratory
650	Digestive and Urine - Genital
660	Speech Impairment
670	Other
700	Multi-Handicaps
900 or Blank	No Handicap

Contacts

DOA Contact   Manager, State Payroll Operations
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Payroll Business Analyst/Trainer
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E-mail: Payroll @doa.virginia.gov

Subject Cross References

References   CAPP Topic No. 50125, *Programmatic Data*
CAPP Topic No. 50315, *Employee Tax Maintenance*
CAPP Topic No. 50410, *Retirement—VRS and ORP*
CAPP Topic No. 50425, *Group and Optional Life Insurance*
CAPP Topic No. 50430, *Health Insurance*
CAPP Topic No. 60104, *Agency and FIPS Codes*